

**STUDENT SUPPORT SERVICES PROGRAM
ANNUAL PERFORMANCE REPORT
SECTION V -- RECORD STRUCTURE FOR PARTICIPANT LIST**

A grantee has three basic options for preparing the participant data file (Section V) and include: exporting the required data from the project's database or spreadsheet and changing the column names to match the "Database Column Names" provided in column three below; preparing a text file (sometimes called an ASCII text file) in accordance with the record structure provided below; or using the Department's Student Support Services (SSS) Program Annual Performance Report (APR) Participant Data Collection Tool (SSS Tool). The tool is a self-installing electronic software application that you may use to collect the data required in Section V of the performance report.

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin	End	Field Type	Valid Field Content
1	PR/Award Number	PR	11	1	11	A/N	Number in Block 5 of the project's Grant Award Notification NOTE: Include only the eleven digit PR/Award Number that begins with P042A. Do not include the suffix for the fiscal year in this field.
2	Batch Year	BatchAY	4	12	15	A/N	2004 for Project Year 2004–2005
3	Social Security Number	SSN	9	16	24	A/N	001010001 to 999999999 Blank = No response NOTE: Please format the SSN in nine digits greater than 0 without using any characters (letters, dashes) in the number (e.g., 123456789) If the SSN is unknown, please leave blank rather than providing other forms of identification.
4	Student's Last Name	LastNM	40	25	64	A/N	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response Please do not use commas or quotes in this field.
5	Student's First Name	FirstNM	20	65	84	A/N	Uppercase A to Z . (period) ' (apostrophe) - (dash) Blank = No response Please do not use commas or quotes in this field.
6	Student's Middle Initial	MI	1	85	85	A/N	Uppercase A to Z Blank = No response

Field No	Field Name	Database Column Name	Length (# of Bytes)	Positions Begin End		Field Type	Valid Field Content
7	Student's Date of Birth	DOB	8	86	93	A/N	Format is MMDDCCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00000000 = Unknown/No response NOTE: Do not leave blank. Please use 00000000 if the date is unknown.
8	Gender	GenderCD	1	94	94	A/N	1 = Male 2 = Female 0 = No response
9	Race/Ethnicity	EthnicityCD	1	95	95	A/N	1 = American Indian or Alaska Native 2 = Asian 3 = Black or African-American 4 = Hispanic or Latino 5 = White 6 = Native Hawaiian or other Pacific Islander 7 = More than one race reported 0 = Unknown/No response NOTE: The race/ethnicity categories used here are the only categories officially approved by OMB for this data collection. For those students where more than one race has been reported, you may use “7” for “More than one race reported.”
10	Eligibility	EligibilityCD	1	96	96	A/N	1 = Low-Income and First-Generation 2 = Low Income only 3 = First-Generation only 4 = Disabled 5 = Disabled & Low Income 0 = Unknown/No response NOTE: Do not leave blank. Please use “0” for no response.
11	First School Enrollment Date	FirstEnrollDT	8	97	104	A/N	Format is MMDDCCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00000000= Unknown/No response NOTE: Do not leave blank. Please use 00000000 if the date is unknown.

12	Project Entry Date (Cohort Identifier)	ProjEntryDT	8	105	112	A/N	Format is MMDDCCYY MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00000000= Unknown/No response NOTE: Do not leave blank. Please use 00000000 if the date is unknown.
13	Date of Last Program Service	LastSerDT	8	113	120	A/N	Format is MMDDCCYY, MM = 01– 12 DD = 01 – 31 CC = 19 – 20 YY = 00 – 99 00000000= Unknown/No response/Not applicable NOTE: Do not leave blank. Please use 00000000 if this field is not applicable.
14	Participant Status	PartCD	1	121	121	A/N	1 = New Participant (for reporting period) 2 = Continuing 3 = Prior Year Participant (Still enrolled but not receiving SSS services) 4 = Prior Year Participant (No longer enrolled at grantee institution) 0 = Unknown/No response NOTES: A new participant is one served by the project for the first time in this reporting period. A continuing participant is one who was served by the project for the first time in another reporting period who also received project services during this reporting period. A prior-year participant still enrolled at grantee institution is an individual who received project services in a previous reporting period and was enrolled at the grantee institution during the current reporting period, but did not receive project services on a continual basis during the current reporting period. A prior year participant not enrolled at the grantee institution is an individual who received project services in previous reporting periods and was enrolled at the grantee institution during the previous reporting period, but was not enrolled at the grantee institution during the current reporting period. The sum of the number of new and continuing participants should equal the total number of participants the project served during PY 2004-2005.

15	Academic Need (Type)	NeedCD	2	122	123	A/N	<p>01 = High school GPA 02 = SAT scores, verbal 03 = SAT scores, math 04 = ACT scores 05 = Predictive indicator 06 = Diagnostic tests 07 = College GPA 08 = High school equivalency 09 = Failing grades 10 = Out of the academic pipeline for 5 or more years 11 = Other 00 = Unknown/No response</p> <p>NOTE: Since many students may qualify for project services based on more than one category, please select from the list provided only the main category used to determine the individual's need for project services. If needed use "11 -- Other" for categories of academic need used by your project but not on the list of options. Please use "11-Other" only if the category is not provided above. Predictive indicator is a composite variable for estimating the potential success of a student in college using a variety of factors that may include indicators such as high school GPA, SAT or ACT test scores, high school preparedness, etc.</p>
16	Enrollment Status (during the reporting year)	EnrollCD	1	124	124	A/N	<p>1 = Full-time 2 = 3/4 time 3 = 1/2 time 4 = Less than 1/2 time 5 = Varied enrollment status 6 = Not enrolled 0 = Unknown/No response</p> <p>NOTE: Use "5 -- Varied enrollment status" for students who may attend full-time in one semester or quarter of the academic year and 3/4 or 1/2 time in another semester or quarter of the academic year. If you do not know the enrollment status of a current or prior-year participant enrolled at the institution use "0-Unknown/No response." If the individual is a prior-year participant not enrolled at the institution during the reporting period, use "6-Not enrolled."</p>

17	College Grade Level (Entry into project)	EnterGradeLV	2	125	126	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2 nd yr./sophomore 04 = 3 rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduate 00 = Unknown/No response NOTE: Use codes 03, 04, 05, and 06 only for students who have the required number of credits and GPA to be classified at the institution as sophomore, junior, senior, and other undergraduate respectively.
18	College Grade Level (Current – at the end of the project year)	CurrentGradeLV	2	127	128	A/N	01 = 1st yr., never attended 02 = 1st yr., attended before 03 = 2nd yr./sophomore 04 = 3rd yr./junior 05 = 4th yr./senior 06 = 5th yr./other undergraduate 07 = Graduated with Associates Degree 08 = Graduated with Bachelor's Degree 09 = 1st yr. graduate/ professional 10 = 2nd yr. graduate/ professional 11 = 3rd yr. graduate/ professional 12 = Beyond 3rd yr. graduate/professional 00 = Unknown/No response NOTE: A project must track and thus report on the current college grade level of each current and prior year participant for as long as they are enrolled at the grantee institution.
19	End of Year Enrollment Status	EndEnrollCD	2	129	130	A/N	01 = Academic dismissal 02 = Dismissal for non-academic reasons 03 = Withdrew for financial reasons 04 = Withdrew for health reasons 05 = Withdrew for academic reasons 06 = Withdrew for personal reasons 07 = Transferred to another institution 08 = Transferred from 2 year institution to 4 year institution 09 = Graduated with Associate's degree 10 = Graduated with Associate's degree and transferred to a four-year institution 11 = Graduated with Bachelor's degree 12 = Enrolled in graduate degree programs

							13 = Continuing student 00 = Unknown/No response NOTE: If the student transferred from a 2-year branch campus to the institution's 4-year main campus, use "08".
20	GPA Scale	GPAScale	1	131	131	A/N	1 = 4 point scale 2 = 5 point scale 3 = Other 0 = Unknown/No response NOTE: Valid one digit grade point average scale code. Complete for all new, continuing, and prior year participants still enrolled at grantee institution.
21	Cumulative GPA	CumGPA	5	132	136	A/N	0.000 to 5.000 9.999 = Not applicable Blank = Unknown/No response NOTE: Complete for all new, continuing, and prior year participants still enrolled at grantee' institution.
22	Academic Standing	AcamStandCD	1	137	137	A/N	1 = Good standing 2 = Not in good standing 0 = Unknown/No response NOTE: Use your institution's definition of good academic standing. Complete for all new, continuing, and prior year participants still enrolled at grantee institution.
23	Degree/Certificate Completed	DegreeCD	1	138	138	A/N	1 = Certificate/Diploma for occupational, educational program (less than two-year program) 2 = Certificate/Diploma for occupational technical, or educational program (at least two-year program) 3 = Associate Degree (two years) 4 = 1st Bachelor's Degree 5 = 2nd Bachelor's Degree 6 = Teaching Credential Program 7 = Graduate or Professional Degree 8 = Enrolled but not yet completed program of study 0 = Unknown/No response NOTE: Indicate highest degree completed. For students who are enrolled but have not yet completed their program of study, use "8". Use "0-Unknown/No Response" only for those students for which the degree status is unknown.

24	Amount of Financial Aid Needed	FinAidReqAMT	5	139	143	A/N	00000 to 99999 (e.g. 05000 for \$5,000) Blank = Not applicable or unknown or prior participant NOTE: Provide the dollar amount (whole dollars only) of the financial need of each participant as determined by the financial aid office. Do not enter negative values or a range of values.
25	Amount of Financial Aid Offered	FinAidOfferAMT	5	144	148	A/N	00000 to 99999 (e.g. 05000 for \$5,000) Blank = Not applicable or unknown or prior participant NOTE: Provide the dollar amount of aid (whole dollars only) offered each participant inclusive of Federal, State, local, private, and institutional aid, and the parent/student contribution. Do not enter negative values or a range of values.
26	Amount of Unmet Need	FinAidUnMet	5	149	153	A/N	00000 to 99999 (e.g. 05000 for \$5,000) Blank = Not applicable or unknown or prior participant NOTE: Provide the amount of unmet need (whole dollars only) as determined by the Financial Aid Office. Do not enter negative values or a range of values.
27	Amount of Grant Aid Awarded	SSSGrantAid	5	154	158	A/N	00000 to 99999 (e.g. 05000 for \$5,000) Blank = Not applicable or unknown NOTE: Provide the amount of grand aid awarded (whole dollars only) for the academic year. Do not enter negative values or a range of values.
28	Reasons Full Financial Aid Not Offered/ Awarded	FinAidRejCD	2	159	160	A/N	01 = Student refused loan 02 = Insufficient Federal grant aid 03 = Insufficient College Work Study aid 04 = Insufficient institutional aid 05 = Student failed to make adequate academic progress 06 = Student refused College Work Study aid 07 = Student not enrolled full-time 08 = Student not eligible for financial aid 09 = Insufficient loans 10 = Student did not apply 11 = Student applied too late 12 = Student defaulted on Federal student loans 13 = Student withdrew 14 = Student failed to provide requested information 15 = Other 16 = Not applicable 00 = Unknown/No response

PRIVACY ACT

In accordance with the Privacy Act of 1974 (Public Law No. 93-579, 5 U.S.C. 552a), you are hereby notified that the Department of Education is authorized to collect information to implement the Student Support Services Program under Title IV of the Higher Education Act of 1965, as amended (Pub. Law 102-325, Sec. 402D). In accordance with this authority, the Department receives and maintains personal information on participants in the Student Support Services program. The principal purpose for collecting this information is to administer the program, including tracking and evaluating participant progress. Providing the information on this form, including a social security number (SSN) is voluntary; failure to disclose a SSN will not result in the denial of any right, benefit or privilege to which the participant is entitled. The information that is collected on this form will be retained in the program files and may be released to other Department officials in the performance of their official duties.